

Commonwealth of Virginia  
Department of Professional and Occupational Regulation

**PROFESSIONAL CREDENTIAL SERVICES, INC.**

Virginia Cosmetology Coordinator

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**Virginia Board for Barbers and Cosmetology  
TATTOO APPRENTICESHIP COMPLETION FORM**

UPON COMPLETION OF THE APPRENTICESHIP TRAINING, THE SPONSOR SHALL REVIEW THE APPRENTICE'S PROGRESS RECORD FOR THE TRAINING PERIOD. IF THE RESULTS OF THIS REVIEW INDICATE THE APPRENTICE IS NOW A CANDIDATE FOR THE BOARD'S EXAMINATION, THE SPONSOR SHALL COMPLETE AND SIGN THIS FORM. THE PROPERLY SIGNED FORM SHOULD BE SUBMITTED WITH THE **TATTOOER LICENSE AND EXAMINATION APPLICATION** TO PCS.

Completion of the apprenticeship program shall qualify the apprentice to apply to the Board to take the Board for Barbers and Cosmetology Tattooer License Examination.

Curriculum requirements specified in 18 VAC 41-50-190 of the Virginia Board for Barbers and Cosmetology Tattooing Regulations shall be taught over a minimum of 1500 hours broken down into the following categories:

**HOURS OF INSTRUCTION AND PERFORMANCES**

Initial each category of instruction/performance to verify completion.

Apprentice Name: \_\_\_\_\_

**A. 350 Hours**

<b>1. Microbiology</b> a. Microorganisms, viruses, bacteria, fungi b. Transmission cycle of infectious diseases c. Characteristics of antimicrobial agents	Sponsor	Apprentice
<b>2. Immunization</b> a. Types of immunizations b. Hepatitis A – G transmission and immunization c. HIV/AIDS d. Tetanus, streptococcal, zoonotic, tuberculosis, pneumococcal and influenza e. Measles, mumps and rubella f. Vaccines and immunization g. General preventative measures to be taken to protect the tattooist and client	Sponsor	Apprentice
<b>3. Safety</b> a. Proper needle handling and disposal b. How to avoid overexposure to chemicals c. The use of Material Safety Data Sheets d. Blood spill procedures e. Equipment and instrument storage f. First aid and CPR	Sponsor	Apprentice
<b>4. Blood Borne Pathogen Standards</b> a. OSHA and CDC blood borne pathogen standards b. Control plan for blood borne pathogens c. Exposure control plan for tattooers d. Overview of compliance requirements e. Disorders and when not to service a client	Sponsor	Apprentice
<b>5. Anatomy</b> a. Understanding of skin b. Parts and functions of skin	Sponsor	Apprentice

<b>6. Professional Standards</b> a. History of tattooing b. Ethics c. Record keeping (1) Client health history (2) Consent forms (3) HIPPA Standards d. Preparing station, making appointments, parlor ethics (1) Maintaining professional appearance, notifying clients of schedule changes (2) Promoting services of the parlor and establishing clientele e. Parlor management (1) Licensing (2) Taxes f. Supplies (1) Usages (2) Ordering (3) Storage	Sponsor	Apprentice
<b>7. Virginia Tattooing Laws and Regulations</b>	Sponsor	Apprentice

## B. 150 Hours

<b>8. Sanitation and Disinfection</b> a. Definition of terms (1) Sterilization (2) Disinfection and disinfectant (3) Sterilizer or sterilant (4) Antiseptic (5) Germicide (6) Decontamination (7) Sanitation b. The use of steam sterilization equipment and techniques c. The use of chemical agents, antiseptics, disinfectants and fumigants d. The use of sanitation equipment e. Pre-service sanitation procedure f. Post-service sanitation procedure	Sponsor	Apprentice

## C. 1000 Hours Practical Training and 100 Performances

<b>9. Tattooing</b> a. Client consultation b. Client health form c. Client disclosure form d. Client preparation e. Sanitation and safety precautions f. Implement selection and use g. Proper use of equipment h. Material selection and use i. Needles j. Ink k. Machine (1) Construction (2) Adjustment (3) Power supply l. Art drawing m. Portfolio	Sponsor	Apprentice
<b>10. Tattooing Performances - 100</b>	Sponsor	Apprentice

By signing below, we acknowledge that the foregoing information and hours are true and comply with the Virginia Tattooing Regulations and Apprenticeship Standards.

Apprentice Name _____	Contact Phone Number _____
Signature of Apprentice _____	Date _____
Sponsor's Name _____	VA Tattooing License No. _____
Parlor Name _____	VA Parlor License No. _____
Signature of Sponsor _____	Date _____
	Contact Phone Number _____